

Office of State Procurement  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

7/14/2020

**ADDENDUM NO. 01**

Your reference is directed to RFx Number 3000015233 for the Invitation to Bid for the State of Louisiana – Statewide Emergency Remediation Services, which is currently scheduled to open at 10:00 AM CDT on 7/21/2020.

The following changes are to be made to the referenced solicitation:

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Page two (2) of RFx, currently reads;

Vendors will be selected per region as Primary, Secondary, and Tertiary, and per event based on the provided price sheet and the sealed cost model and the vendor's response to their regional and event type availability. Contracts will be awarded per region per event type in order of cost, and end users will be instructed to contact contractors in order. End users will be free to contact the next most advantageous Contractor if a response is not received within 1.5 hours of initial notification. See Attachment B, Page five (5) for details on response time requirements.

Page two (2) of RFx, change to read;

Vendors will be selected per region as Primary, Secondary, and Tertiary, and per event based on the provided price sheet and the sealed cost model and the vendor's response to their regional and event type availability. Contracts will be awarded per region per event type in order of cost, and end users will be instructed to contact contractors in order. See Attachment B, Page five (5) for details on response time requirements.

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Replace Attachment B – Specifications – Pages 1-15 in its entirety.

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Bidders' written inquiries received by the inquiry deadline date of July 7, 2020 and the State's responses are as follows:

**1. Question:**

Are the following licenses mandatory for Contractors under Solicitation 3000015233 (the "ITB"):

- Mold Remediation License as issued by the LSLBC.
- Microbial Pest Control Applicator Certification issued by Louisiana Dept. of Agricultural and Forestry.
- Ground Owner Operator License issued by Louisiana Dept. of Agriculture.
- Commercial License issued by the Louisiana State Licensing Board for Contractors with asbestos classification.

**Answer:**

The first three (3) items are required in order to perform the mandatory services.

Mold Remediation License as issued by the Louisiana State Licensing Board for Contractors (LSLBC)

Microbial Pest Control Applicator Certification issued by Louisiana Department of Agricultural and Forestry (provide copy of certification for all certified employees

Ground Owner Operator License issued by Louisiana Department of Agriculture

The last item is the asbestos classification needed if the vendor wishes to inform the State they can perform work associated with an asbestos abatement project. This is not a mandatory service, but one the State might have need of and, thus, needs to be aware if the Contractor is qualified. This information should be provided under Attachment B, Section 12.0.

Commercial License issued by the Louisiana State Licensing Board for Contractors with asbestos classification

This information should be provided under Attachment B, Section 12.0.

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**2. Question:**

Is removal of asbestos-containing building materials (non-friable ACM) a mandatory deliverable under the ITB?

**Answer:**

This question is referencing Attachment B-Specifications, Section 09.8. This section is meant to illustrate that the contractor may need to handle some ACM (non-friable) items, such as floor tiles, when handling a claim. However, if a loss involves a full asbestos abatement project, that loss will be handled under the direction of a qualified expert to determine protocols and scope of work. This type of asbestos abatement project would require the involved contractor to have the needed asbestos licenses/certifications. As with all issues related to asbestos, procedures must align with the relevant Louisiana Revised Statutes, when applicable.

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**3. Question:**

Does the requirement in Sec. 15.0 of Attachment B to the ITB that “the Contractor must have at least five (5) years of contracted experience providing remediation and restoration services” mean that it is mandatory that the Contractor itself, i.e. the company(ies) submitting the bid, meet this requirement?

**Answer:**

Yes

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**4. Question:**

How is the term “next Contractor” as used in Sections 19.1; 19.2.1;19.2.; and 19.3.2 of Attachment B to the ITB defined?

**Answer:**

The term “next Contractor” is not a defined term. However, as noted on page two (2) of the ITB and in Attachment B-Specifications, Section 07.0, the vendors will be selected per region and per event as Primary, Secondary, and Tertiary. Thus, if the Primary cannot respond to the service request, the agency may choose the next contractor, which would be the Secondary, and so forth.

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**5. Question:**

What criteria will be used to determine whether a bidder is responsive and responsible under the ITB?

**Answer:**

A responsive and responsible bidder meets the requirements, qualifications and specifications of the ITB (*reference Attachment B, Section 07.0, third paragraph*). Louisiana Administrative Code 24, Part V, Section 327 also discusses responsive and responsible bidder.

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**6. Question:**

How will the bids be ranked under the ITB?

**Answer:**

Primary, Secondary, and Tertiary

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**7. Question:**

Will the requirement in Sec. 15.2 of Attachment B to the ITB that Contractors submit a “company resume” and “resumes for all Project Managers” be scored or otherwise factored into the selection for award(s) or ranking of awardees under the ITB?

- If the requirement in Sec. 15.2 of Attachment B to the ITB that Contractors submit a “company resume” and “resumes for all Project Managers” be scored or otherwise factored into the selection for award(s) under the ITB, what does ORM intend to do with these items?

**Answer:**

This requirement is not related to ranking; it is related to qualifications.

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**8. Question:**

In Sec. 57.0 of Attachment B to the ITB, the ITB indicates that the Contractor “may provide a discount percentage that will be applied to Xactimate estimates.” Will any such discount be scored or otherwise factored into the selection for award(s) or ranking of awardees under the ITB?

**Answer:**

No

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**9. Question:**

If a Contractor rents a piece of equipment from another vendor but this equipment is included the Contractor’s price list will the Contractor be able to bill for this piece of equipment based on its price list or will we have to submit the invoice of the vendor from whom the equipment was rented?

**Answer:**

The answer to this question is addressed in Attachment B, Section 47.0. Section 47 currently states:

47.0 Equipment not owned by the Contractor that is rented for the Project is a reimbursable expense and will be paid based on actual cost.

47.1 Non-owned equipment that is rented for a Project is not subject to overhead and profit.

Section 47 is amended in its entirety to the following:

47.0 Billing related to equipment not owned by the Contractor

47.1 Definition: For the purposes of this ITB, a rental equipment provider is an entity that does not also participate in Restoration/Remediation work.

47.2 If the Contractor **does not own** or normally carry the equipment, and rents from a rental equipment provider, the cost for the equipment rental is a reimbursable expense and will be paid based on actual cost and is not subject to overhead and profit.

47.3 If the Contractor **owns** or normally carries the equipment but is out of stock, and rents from a rental equipment provider to cover shortages, the Contractor shall bill for the equipment based on the applicable billing method under the ITB, i.e. Xactimate or the Contractor's Equipment Schedule.

47.4 If the Contractor **owns** or normally carries the equipment but is out of stock, and rents from another restoration contractor to cover shortages, the Contractor shall bill for the equipment based on applicable billing method under the ITB, i.e. Xactimate or the Contractor's Equipment Schedule.

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**10. Question:**

How is the term "onsite response" as used in Sec. 9.0 and 19.2 of Attachment B to the ITB defined?

**Answer:**

Physically at the loss site ready and able to work.

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**11. Question:**

Under Section 11.0 of Attachment B to the ITB, the Contractor must provide licenses/certification if requested by OSP within five (5) business days of any such request. What happens if a Contractor is unable to provide the requested documentation within the specified timeframe?

**Answer:**

The bid will be considered unresponsive, and will not be eligible for an award.

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**12. Question:**

Under Section 13.0 of Attachment B to the ITB a "Contractor must be capable of arriving within the stipulated timeframes..." How should the Contractors demonstrate their capability of arriving within the stipulated timeframes?

**Answer:**

Information provided under Sections 15.0 to 16.0, will provide demonstration of the Contractor's capacity.

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**13. Question:**

Under Section 18.0, of Attachment B, to the ITB, the Contractor must provide contact information to the State and/or its representative for the specified areas if requested by OSP within 5 business days of any such request. What happens if a Contractor is unable to provide the requested information within the specified timeframe?

**Answer:**

The bid will be considered unresponsive and will not be eligible for an award.

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**14. Question:**

Will the end user be required to contact contractors in order or will they be permitted to contact the contractor of their choosing if the primary has not responded within the 1.5 hour window?

**Answer:**

The end users are encouraged to contact the Secondary and Tertiary Contractors in order.

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**15. Question:**

In Attachment A, page three (3) it states that asbestos abatement can be performed by a subcontractor holding the proper classifications. Which contradicts ATTACHMENT B 11.4 which states that the contractor should provide a copy of their commercial license with Asbestos classification. Is asbestos classification a requirement for submitting a bid or can a subcontractor holding that license be used to perform any asbestos abatement?

**Answer:**

Under the ITB, if the Contractor wishes to be considered for Projects that involve asbestos abatement during the remediation process, and the Contractor is licensed to perform asbestos abatement, the Contractor needs to provide that information via Attachment B-Specification, Section 12.5. The reference to Attachment B, Section 11.4 is addressed in the answer to Question one (1).

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**16. Question:**

Is Overhead and Profit allowed on miscellaneous and subcontract expenses when an estimate is put together through Time & Materials? Also if Overhead and Project is allowed does it need to be cumulative or non-cumulative O&P?

**Answer:**

It is very unlikely, that the services requested on this ITB will require the use of a sub-contractor. In the event that the approved scope of work for a Project includes the use of a sub-contractor, then inclusion of overhead and profit is based on overhead and profit not overhead on profit; thus, it is non-cumulative.

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All else remains as on original bid.

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**THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED SOLICITATION.**

**ACKNOWLEDGEMENT:** If you have already submitted your bid and this Addendum does not cause you to revise your bid, you should acknowledge receipt of this Addendum by identifying your business name and by signing where indicated. You may return this Acknowledgement by mail to: Office of State Procurement, P. O. Box 94095, Baton Rouge, LA 70804-9095, by hand delivery to: 1201 N. 3<sup>rd</sup> Street, Ste. 2-160, Baton Rouge, LA 70802, or by fax to: (225) 342-9756. The State reserves the right to request a completed Acknowledgement at any time. Failure to execute an Acknowledgement shall not relieve the bidder from complying with the terms of its bid.

Addendum Acknowledged/No changes:

For: \_\_\_\_\_ By: \_\_\_\_\_

**REVISION:** If you have already submitted your bid and this Addendum requires you to revise your bid, you must indicate any change(s) below, identify your business name and sign where shown. Revisions shall be delivered prior to proposal opening by mail to: Office of State Procurement, P. O. Box 94095, Baton Rouge, LA 70804-9095, or by hand delivery or courier to: 1201 N. 3<sup>rd</sup> Street, Ste. 2-160, Baton Rouge, LA 70802, and indicate the RFx number and the bid opening date and time on the outside of the envelope for proper identification, or by fax to: (225) 342-9756. Electronic transmissions other than by fax are not being accepted at this time

**Revisions received after proposal opening shall not be considered and you shall be held to your original proposal.**

Revision:

For: \_\_\_\_\_ By: \_\_\_\_\_

By: Kevin Rowell  
Office of State Procurement  
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Email: kevin.rowell@la.gov